

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
DIVISION OF ADMINISTRATIVE SERVICES**

**ASSOCIATE DIRECTOR, BUDGET MANAGEMENT BRANCH
CEA LEVEL B**

DUTY STATEMENT

Under the administrative direction of the Deputy Director, Fiscal Services, the Associate Director, Budget Management Branch (BMB) is responsible for planning, developing, implementing, setting policies, and administering the California Department of Corrections and Rehabilitation's statewide budget. The Associate Director, BMB provides policy direction and oversight of budget management services for all juvenile facilities, adult institutions, adult and juvenile parole operations, rehabilitative programs, and administration and operation support.

Duties include, but are not limited to:

- 25% Responsible for the day-to-day operations of the BMB, providing overall management, direction, and leadership to professional and technical staff.
- 20% Develops and implements budgetary policies and procedures to ensure statewide uniformity and consistency; coordinates and directs the development of Budget Change Proposals (BCP) and budget reduction packages for the Department; ensures all BCP's are tracked through the entire fiscal process and implemented upon approval; and reviews, tracks, and implements all of the Department of Finance (DOF) letters and ensures the timely submission of deficiency letters.
- 15% Implements and manages the departmental budget, including monthly reporting and fiscal reviews for all juvenile facilities, adult institutions, adult and juvenile parole operations, rehabilitative programs, and administration and operation support during each fiscal year; addresses each program area's needs, and coordinates with DOF to ensure availability of sufficient funding.
- 15% Oversees the distribution of initial allotments and budget change letters; and directs the development and review of monthly budget plans to ensure that projected expenditures are in alignment with the Department's budgeted resources.
- 15% Represents the Department when communicating with Legislative staff, DOF, the Department of General Services, and other external agencies on major fiscal policy and budget related issues; and may testify at Legislative budget committee hearings.
- 5% Works closely with internal and external business partners to develop budget proposals and manage available resources to meet departmental priorities.
- 5% Advises Executive Staff; the Deputy Director, Fiscal Services; and juvenile and adult program managers on budgetary and fiscal related matters concerning issues of significant policy impact to ensure operational effectiveness and standardization.